

25X1A

TRANSMITTAL SLIP		DATE 5 May 1971
TO: [REDACTED]		
ROOM NO.	BUILDING	
REMARKS: At a past Long Range Planning Meeting we mentioned the OS notice issued many years ago to reduce re-typing, typing, etc. Search in E&PD has failed to produce a copy of the notice, either in maintained records or in archives. Based solely on recollection, the idea expressed is included in para c. of the attached. I have also taken the liberty of including some other secretary-saving ideas which--though possibly too "far out"--might be worthy of consideration.		
FROM: [REDACTED] [REDACTED] [REDACTED]		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

1. Manpower and budgetary restrictions imposed on the Office of Security for the new Fiscal Year and thereafter, necessitate a careful review of office procedures to assure that production requirements are fulfilled despite personnel cutbacks.
2. At Headquarters, professional personnel are to be encouraged to reduce secretarial workload whenever possible without inordinately shifting secretarial duties to professionals. The following suggestions, as well as innovations particular to each office, are to be encouraged:
 - a. Wherever possible, professionals should prepare their own drafts, in handwritten or typed form, before submission to a secretary for final typing. Within small components, supervisory review of proposed memoranda should be accomplished while in draft form, to reduce retyping of final memoranda.
 - b. Dictation should be reduced where possible in favor of professional-prepared drafts, unless such dictation is for final form without an intermediate secretarially-typed draft of the dictation.
 - c. Memoranda prepared for file or to addressees within the Office of Security need not meet the standards desired for communications to components outside the Office of Security or to other Government agencies. Memoranda intended for use solely within the Office of Security may contain erasures, strikeouts, "x"-ing out and inked corrections to a reasonable extent as a means of reducing retyping.
 - d. Carbon copies should be reduced to the minimum required for files and distribution. For example, only one copy of any particular memorandum should be placed in a security file. Machine reproduction copies of the original of a document are clearer and generally as permanent as carbons, should additional copies of a document be required at some future date. Duplicate copies of memoranda in files should be removed and destroyed to reduce the bulk of such files.
 - e. Forms should be utilized to the fullest extent possible, with entries made by the originator by hand or typing, rather than having the form retyped by a secretary.
 - f. Innovation in office routine is encouraged. Successful innovations should be submitted through the Suggestions Awards Program, to allow sharing of the labor-saving techniques.